Film + Video 2023

Humanities Montana

Part 1 - Preliminary Questionnaire

Thank you for your interest in our Film + Video grant opportunity.

If you encounter challenges or have questions at any point in the application process, please review our FAQs listed on our grants resource webpage and contact our grants manager via phone at (406) 243-6067 or email at megan.sundy@humanitiesmontana.org.

We guide our approval process according to the following principles:

- **Confidentiality.** We will keep your private information private.
- **Accessibility.** We are committed to providing and developing programs and grants for partners using an inclusion, diversity, equity, and access for all people lens, to support diverse representation among program leaders, project organizers, scholars, keynote speakers, conversation leaders, and panelists across sponsored events and offerings.
- **Fairness.** We use tools to minimize bias in the review process so that applications are scored fairly according to their merits and suitability to our mission and vision.
- **Excellence.** We have high expectations of our applicants and sub-recipients and require professional applications and reports.
- **Efficiency.** We evaluate applications thoroughly and in a timely manner so that you can spend more time focusing on your project.
- **Transparency.** All funding decisions are based on our compliance with the National Endowment for the Humanities subaward standards and the approved guidelines for Humanities Montana programs and grants opportunities.

Before starting this application...

- **Watch** one of our recorded informational webinars and **review** our FAQs.
- **Determine your eligibility** by completing our online survey, which can be found on our grants resource page.
- **Consult with Humanities Montana's** grants manager to discuss your project.
- **Double-check** to ensure **your account information** is correct.
  - **Organization =** Name of 501(c)3 organization responsible for the administrative, programmatic, and fiscal management of your proposed project. Your organization name must match the name, address, and EIN listed in the organization's Form W9. **You will be required to provide your organization's Unique Entity ID (UEI) in your application.** For more information, please refer to our FAQs on humanitiesmontana.org.
  - **Applicant =** Name and contact information for the individual submitting the proposal. This person will be identified as the Project Director for granting purposes.

Organization County*

Choose the county where your organization is headquartered.

Choices

Beaverhead County
Big Horn County
Blaine County
Broadwater County
Carbon County
Carter County
Cascade County
Chouteau County
Custer County
Daniels County
Dawson County
Deer Lodge County
Fallon County
Fergus County
Flathead County
Gallatin County
Garfield County
Glacier County
Golden Valley County
Granite County
Hill County
Jefferson County
Judith Basin County
Lake County
Lewis and Clark County
Liberty County
Lincoln County
Madison County
McCone County
Meagher County
Mineral County
Missoula County
Musselshell County
Park County
Petroleum County
Phillips County
Pondera County
Powder River County
Powell County
Prairie County
Ravalli County
Richland County
Roosevelt County
Rosebud County
Sanders County

Sheridan County
Silver Bow County
Stillwater County
Sweet Grass County
Teton County
Toole County
Treasure County
Valley County
Wheatland County
Wibaux County
Yellowstone County
Out of state

Has your organization received a Humanities Montana grant in the past?*
Choices
Yes
No

Which of the following best describes your organization type?*
NOTE: As required by the National Endowment for the Humanities and federal CFR200 uniform guidance regulations, Humanities Montana can only issue subawards to organizations that are...

- Constituted solely for non-profit purposes

- Registered and acknowledged via Sam.gov and can provide a Unique Entity ID (UEI)

- Able to provide a Form W9 with a registered Tax ID/EIN

Choices
Archive
Arts-related Organization (including art museums)
Community Organization or Center
Cultural Heritage Organization
Festival
Foundation
Government - State or Local
Higher Ed - Four-year College
Higher Ed - Two-year College
Higher Ed - Affiliates (Press, radio station, archive, library, etc.)
Historical Site/House
Historical Society
Incarceration or Detention Facility
Independent Research Library and Center
Indigenous Tribal Organization or Community
K-12 School or School System
Media Organization
Membership Organization or Association
Museum - History
Museum - Other
Nature Center/Botanical Garden/Arboretum

Other
Private Business or Organization
Public Library
Social Services or Health Organization
State or National Park

Does your organization serve groups traditionally under-resourced in the humanities?*

These groups include people of color, people who identify as LGBQ+, people who live in rural areas, people with disabilities, people who identify as immigrants or refugees, and persons otherwise adversely affected by persistent poverty or inequality. Please note this is not an exhaustive list.

Choices

Yes
No

Does your project prioritize any of the following communities?*

Humanities Montana has identified these three priority communities as beneficiaries of our grantmaking.

Choices

Native American
Rural
Youth (under 21)
None of the above

How did you learn about this grant opportunity?*

Please check all that apply. If you can, please provide additional detail to help us learn more about our outreach in Montana.

Choices

HumanitiesMontana.org
Local newspaper (print or digital)
Online search
Other
Other website
Radio
Social media (FB, Insta, Twitter, LinkedIn)
Television
Word-of-mouth / referral

If possible, please tell us more about where you learned of this opportunity?

Character Limit: 150

Would you like to receive our newsletter and be added to our mailing list?*

You can unsubscribe from our newsletter at any time.

Choices

Yes
No

If yes, to what email should we send the newsletter?

If nothing is listed, we will send the newsletter to the email address listed in your application.

Character Limit: 254

Part 2 - Request Overview

Project Name*

Please enter the name of your proposed project.

Character Limit: 100

SHORT Project Description*

Write a <u>very brief</u> *(one to two sentence / 500 characters or less including spaces and punctuation)* description* of your proposed project's primary goal and activities. We will use this description on our website, social media, and press releases if your program is approved. You will be able to include a full description of the project later in this application.

Please refer to our Grants Awarded webpage for examples.

Character Limit: 500

Amount Requested*

Character Limit: 20

Part 3 - Project Proposal

Before completing this section, please review <u>all</u> of the questions and craft your responses accordingly working to address each question individually and to reduce redundancy.

Proposals will be evaluated against four major criteria. For more information about our current **scoring criteria**, please review the Film + Video Guidelines and contact our grants manager at (406) 243-6067.

Pro tips from previous grantees...
- Be concise, yet precise and get beyond generalities.
- Limit details to those most central to your project.
- Explain what sets your project apart from others.
- Let your passion for the project come through.
- Proofread and edit!

I have consulted with staff about my Film + Video project.*

Humanities Montana requires Film + Video grant applicants to consult with staff before applying for any funding phase.

Choices
Yes
No

Previous funding*

Have you received Film + Video grant funding for this project in the past?

Choices
Yes
No

Project Type*

Choose the media which best describes your project:

Choices
Film/Video
Television program/series

Project Phase*

Please choose your project phase from the drop-down list below.

Stage One: Research and script development. Grants for up to $8,000. Expected outcome: shooting script or equivalent (required to progress to Stage Two funding). Applicants must submit an example of previous work.

Stage Two: Production, including principal photography, source material acquisition, and rights clearance. Grants for up to $10,000. Expected outcome: rough cut of film /video or equivalent (required to progress to Stage Three funding). Applicants must submit a completed script or detailed narrative treatment.

Stage Three: Completion of product, including post-production. Grants for up to $10,000. Applicants must submit a rough cut of the project.

Choices
Stage One - up to $8,000
Stage Two - up to $10,000
Stage Three - up to $10,000

Humanities Content*
Humanities content is the most important criterion by which applications will be judged. To learn more about *humanities content, please refer to our FAQs.*

The humanities address fundamental questions of human experience: language, reason,

creativity, human values and aspirations, and the historical and cultural contexts that inform and critique these phenomena. Explain how your project engages critical reflection, provides historicizing context, or encourages serious, deep engagement with humanities content in this section.

The humanities include but are not limited to, the following disciplines: history, philosophy, linguistics, literature, archaeology, jurisprudence, art history/theory/criticism, ethics, comparative religions, ethnic, cultural, and gender studies, those aspects of the social sciences that prominently feature critical reflection or contextualization, and the study and application of the humanities to the human environment.

In 4,000 characters or less (including spaces and punctuation), explain how your project is a humanities project.

Character Limit: 4000

Humanities Scholarship*

At least one humanities scholar must be engaged in your project and scholarship is not isolated to individuals with terminal degrees in a humanities field, but also includes subject experts and local community experts. To learn more about *humanities scholarship, please refer to our FAQs.*

Humanities scholarship is critical to developing and supporting inclusive, meaningful programming that is grounded in rich, well-vetted humanities content and engages diverse audiences with humanities ideas. All projects must be grounded in humanities scholarship and incorporate an approach that is thoughtful, balanced, and analytical.

NOTE: It is also important to include confirmed and committed scholars in this section as opposed to a list of prospective scholars who have not yet been made aware of their potential involvement in this project.

In 3,000 characters or less (including spaces and punctuation), describe how your project utilizes humanities scholarship to inform your project planning, content, and implementation.

Character Limit: 3000

Project Significance & Reach*

Humanities Montana funds projects that contribute to public understanding of the significance of the topic and the humanities ideas presented. We support projects that demonstrate responsiveness to evidence-based needs and benefit or value to Montanans and the communities in which they live. It is important for projects to involve an adequate knowledge of, established rapport with, and representation of cultures and communities represented in the project. We also value the engagement of collaborative partnerships.

NOTE: If your project involves Native American or other underrepresented communities or

cultures, describe how those community representatives are being consulted and involved in your project and, when possible, document involvement through letters of support.

In 10,000 characters or less (including spaces and punctuation), describe the nature and significance of your project to advancing the humanities in Montana. Tell us what your project involves, why it is important, and who will benefit from it.

Character Limit: 10000

Target audience*

In 4,000 characters or less (including spaces and punctuation), describe the composition and size of the prospective audience for your project.

Character Limit: 4000

Project Work Plan*

This section should include a detailed work plan outlining your project goals, outcomes/outputs, outreach and evaluation plans.

Recommended content:

- Project goals
- Project outcomes
- Primary activities & outputs
- Outreach plans *(marketing, co-branding, promotion, etc.)*
- Project evaluation plans *(data collection, dissemination of findings, follow-up activities)*

In 5,000 characters or less (including spaces and punctuation), outline your project work plan and include your proposed outcomes, outputs, activities. Also, include a summary of your outreach and evaluation efforts.

Character Limit: 5000

Timeline for this phase of the project*

In 4,000 characters or less, list major tasks and dates for this phase of the project.

Character Limit: 4000

Timeline for the entire project*

In 4,000 characters or less, list major tasks and dates for the entire project, including planning, publicity, implementation, and evaluation.

Character Limit: 4000

Grant period start date*

Humanities Montana funds cannot be used for expenses incurred before the start of the grant period. The grant period cannot begin before the grant approval date.

Enter the starting date of your grant period.

Character Limit: 10

Grant period end date*

Humanities Montana funds cannot be used for expenses incurred after this date. *All project terms for this round of funding must end prior to 10/31/2024.*

Enter the date your grant period ends (usually 30 days after the project ends).

Character Limit: 10

Description of sponsoring organization*

Sponsoring organizations must not function solely as fiscal agents or fiscal sponsors.

Organizations engaging solely in fiscal sponsorship activities (e.g., proposal submissions, reporting, fulfillment of contractual obligations, maintaining IRS status) may not apply as a lead applicant/sponsoring organization. The sponsoring organization or institution submitting a proposal to Humanities Montana is considered the recipient of record and assumes all programmatic, financial, and legal responsibilities associated with the award, including adherence to, and compliance with, federal regulations and the terms and conditions of the award.

An eligible sponsoring organization makes **substantive contributions** to the project. Examples of substantive contribution are included in the Film + Video grant guidelines. If awarded, the sponsoring organization will be required to submit a signed agreement outlining their substantive involvement and contributions to the project.

For questions regarding fiscal sponsorship and substantive involvement, please contact our grants manager at (406) 243-6067 before submitting this application.

In 3,000 characters or less (including spaces and punctuation), describe the sponsoring organization. Include its history, purpose, funding status, and governance. If appropriate, describe the organization's substantive contributions to the project.

If possible, please include a link to your organization's website.

Character Limit: 3000

Project personnel*

In 4,000 characters or less (including spaces and punctuation), describe project leadership and primary project personnel and their relevant qualifications. Include consulting scholars*, speakers, etc.

Character Limit: 4000

Part 4 - Budget, Cost Share, & Fiscal Management

Budget Instructions

Humanities Montana requires a one-to-one match for all grants. If you request $4,000 you must match that amount with another $4,000 either in cash or in-kind value, i.e. the value of your time (not compensated for by the grant), equipment, or office space.

Please upload a copy (pdf, doc,docx,xlsx) of your budget for both the phase for which you are requesting support AND the entire project.

For more information regarding eligible expenses, please refer to the Film + Video guidelines and FAQs, or contact our grants manager at (406) 243-6067.

To learn more about calculating the value of volunteer time, please refer to the Independent Sector website for guidance.

Before listing personnel expenses, please identify any potential conflicts of interest such as HM board members serving as contracted scholars/advisors.

Proposed Budget for this phase of the project

Please upload a copy of your proposed budget for this phase to this application, use this link to access our budget form and follow these steps:

1. Download the Excel or Word version of the budget form.
2. Revise to reflect your proposed project budget.
3. Save as xlsx, doc, docx, or pdf
4. Upload the completed budget form below.

File Size Limit: 5 MB

A. Humanities Montana Funds Requested*

This figure must match the total funds requested listed in the table above or in your uploaded budget form.

Enter the amount requested from Humanities Montana.

Character Limit: 20

B. Project cost-share In-Kind Contributions*

This figure must match the total funds requested listed in the table above or in your uploaded budget
form.

Enter the amount of in-kind project cost share, such as the value of equipment, time, donated space, etc.

Character Limit: 20

C. Project cost-share Other Cash Income*

This figure must match the total funds requested listed in the table above or in your uploaded budget
form.

Enter the projected amount of funds from other sources used as project cost-share.

Character Limit: 20

A + B + C = Total project cost*

Please enter the total project cost (HM funds requested + In-Kind + Cash).

Character Limit: 20

Detailed Budget Narrative*

You may write in the box below or attach a pdf, doc, or docx document.

In 5,000 characters or less (including spaces and punctuation), describe each line item in your proposed budget. Address how costs and revenues were estimated or derived. Describe any confirmed or pending funding from other sources. A mix of funds is desirable as an indication of community or other support.

Character Limit: 5000 | File Size Limit: 5 MB

Budget for entire project*

Please upload a copy of your proposed budget for your entire project to this application. You may use our budget form or your existing project budget format.

Fiscal manager name and title*

Humanities Montana requires a fiscal manager who is not the project director/applicant. We recommend the fiscal manager be a qualified accountant or bookkeeper. The fiscal manager submits a final financial report at the conclusion of the project. If you are with a university, this is usually someone in your Office of Research and Sponsored Programs.

Character Limit: 250

Fiscal manager mailing address*
Character Limit: 250

Fiscal manager telephone*
Character Limit: 100

Fiscal manager email address*
Character Limit: 100

Reporting Requirement Acknowledgement*
Humanities Montana requires all subrecipient organizations to track, account for, and report their expenses as they pertain to this project. If awarded funds, Humanities Montana will require the submission of a final financial report after the project's period of performance. The sponsoring organization is responsible for maintaining and retaining supporting documentation for all reported expenses paid for with Humanities Montana funds for at least 5 years following the project end
date.

By clicking on this button, the applicant and fiscal agent agree to be responsible for all financial information supplied in financial reports.

Choices
Yes, I agree.

Part 5 - Additional Information, Attachments, & Certifications

Letters of support (optional, but recommended)
Upload all letters of support in a combined file (pdf,doc,docx).

File Size Limit: 5 MB

Approval and certification of sponsoring organization*
This application is not considered complete until Humanities Montana receives this letter of approval certifying full compliance with federal legislation regarding nondiscrimination, debarment from participation, research misconduct, and other matters. These regulations are here.

This letter must be signed by the sponsoring organization's executive director/CEO.

Download, print, sign, scan, and upload or mail your sponsoring organization's CEO's letter of approval and certification. Please use our CEO Approval & Certification template form.

File Size Limit: 5 MB

Authorizing Official*

The authorizing official is the person authorized by your organization to approve requests for federal financial assistance, provide fiscal oversight for this project, and acknowledge the terms and conditions of entering into a subaward partnership agreement with Humanities Montana for the purpose of carrying out project activities. This is typically the organization's executive director/CEO.

Enter the Authorizing Official's full name and title.

Character Limit: 50

Authorizing Official E-Mail Address*

Character Limit: 100

Unique Entity ID (UEI)*

Humanities Montana cannot administer subawards to organizations without UEIs. The Unique Entity ID (UEI) is a 12-character alphanumeric ID assigned to an entity by **SAM.gov**.

For any questions about this requirement, please contact our grants manager at (406) 243-6067.

Enter your 12-character alphanumeric UEI.

Character Limit: 12

Employer Identification Number (EIN)*

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number and is used by the IRS to identify a business entity. *The EIN you provide in this space should match the EIN listed on your organization's* **Form W9***.*

Enter your 9-digit EIN below.

Character Limit: 9

Form W9*

Please upload a pdf copy of your organization's most recent **Form W9**. To learn more, visit the IRS website.

File Size Limit: 5 MB

Applicant/Project Director electronic signature*

By typing your name below, you indicate that this application is complete and true to the best of your knowledge.

Character Limit: 250

Choices

Choices

Character Limit: 1

Choices